



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Oct 21, 2025

File ID #: 25-2593

Purchase Order #: 7092-0001SERV

Requesting Department: Facilities Management	Department Contact: Geoff Matteson
Contact Email: geoffrey.matteson@dupagecounty.gov	Contact Phone: x5681
Vendor Name: Clark Dietz, Inc.	Vendor #: 10800

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve contract extension to November 30, 2026 to complete current projects and on-call professional engineering.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

A contract extension to November 30, 2026 is necessary to complete current projects that are currently being worked on for Facilities Management. Clark Dietz, Inc. provides on-call professional engineering services for various projects on County campus.

Original Source Selection/Vetting Information - Describe method used to select source.

Original solar work- Clark Dietz had been selected by DOT for their 140 project electrical engineering [and its large solar array]. Also a third of this new work is to 'finish' the 421 array, so maintaining the same engineer for that work will help make sure everything works perfectly together.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Approve contract time extension to November, 30, 2026.
- 2) Do not approve time extension. Not recommended due to the Solar Array Phase II that is currently under construction and Clark Dietz, Inc. has the experience and expertise from overseeing the Solar Array Phase I project.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Time extension only. No change in contract total.